

15 April 1981

MEMORANDUM FOR THE RECORD

FROM : [REDACTED]  
Coordinator, Employee Activity Association

SUBJECT: Cash Shortage - [REDACTED]

1. On 6 April 1981, [REDACTED] EAA's representative in [REDACTED] called to find out how shortages were handled. She was \$54.00 short!

2. She retraced all of the steps she had performed over the last week, and discovered the shortage was \$75.00. This was a particularly busy time, since she was accepting membership applications and franchise fees for the [REDACTED] Softball League. She had all team managers bring their receipts back to the office for her review, since the shortage was the same as the franchise fee.

3. We reviewed her operating procedures and they were workable. She has a cash box that only she is supposed to use. It is of the combination type and no EAA business is conducted when she is not there. Her supervisor, [REDACTED], is aware of the problem.

4. I recommend that the Circus League at [REDACTED] operate on equipment and supplies that cost \$75.00 less than we had planned.

ADDENDUM

In addition to the above we have recommended to the EAA representative in [REDACTED] that future franchise fees be paid by check or money order with no cash involved and that the EAA representative have someone to assist her on the day that franchise fees for the ten teams involved are being accepted.

In effect, paragraph #4 above requested that you authorize a change in the budget for [REDACTED] from \$1,000 to \$925.

APPROVED:

[REDACTED]

*W* 11 AUG 1981  
Date

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 ROUTING AND TRANSMITTAL

Date  
 6 August 1981

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. DD/Pers/SP	<i>hu</i>	8/6
2. EA/Pers	<i>RPL</i>	8/7
3. DD/Pers		
4.		
5. <i>BSJ</i>		8/10

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

Per your note below, memo was rewritten to request approval for write-off.

Original to Rosa Lee on 8/10/81!  
 JM

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
AC/BSJ	Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)

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☆ U.S.GPO: 1978-0-261-647 3354

**STAT**

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**Next 1 Page(s) In Document Exempt**

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<b>TRANSMITTAL SLIP</b>		DATE 7 July 81
TO: [REDACTED]		0/BSD
ROOM NO. 5E13	BUILDING Hqs	
REMARKS: <p>As per our telecon, attached are copies of EAA Tennis League application for 1981. I've already attached applications on Bulletin Boards of Ames &amp; Key &amp; South and understand Hqs. Bldg. Bulletin Board has copies also.</p> <p>If you could have copies placed on the Bulletin Boards of the [REDACTED] other buildings on the attached list it would be very much appreciated - I know EAA's [REDACTED] is very busy - he wasn't aware they weren't published here in Rosslyn when I spoke with him this morning.</p>		
FROM: [REDACTED]		
ROOM NO. 1201	BUILDING Key	EXTENSION [REDACTED]
FORM NO. 241 1 FEB 55		REPLACES FORM 36-8 WHICH MAY BE USED. (47)

[REDACTED]	
O M	1201 Key
T O	[REDACTED]
	BSD- Bulletin Boards
	5E13 Hqs
3627 PEEL OFF LABEL AND REUSE ENVELOPE	

STAT

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# Tennis League '81

15 May is the registration deadline, so don't wait until the last minute to enter. Each player will receive a roster containing each participants first name and extension, class, and flight (if any) for league play, immediately after registration is completed.

### A. General

1. The League fee is \$3.00, which includes all events.
2. Players shall contact each other to arrange for a place, date, and time for match.
3. Each participant will bring a can of new USLTA approved balls. The winner will receive the new can, and the loser will take the used can of balls.
4. Participants may play in more than one class or event. Winners of last year's leagues are eligible only for trophies of the next higher class, (except Class A).
5. Women may play in the men's class if they desire.
6. Trophies will be awarded to players compiling the best winning percentage in their class or flight. First Place and Runner Up in each. To be eligible for a trophy, players must have played a minimum of 80% of their matches.
7. Winners are required to mail in their scores to EAA-Tennis, 1 F 93 Hq. Scores will not be accepted more than 5 days after the match. (CHANGE FROM LAST YEAR)

1. Each player plays all others in his flight or class.
2. Play-offs between flights will be notified after the regular season play.
3. Play will be mid-May until 30 September.
4. Unplayed matches after 30 September are subject to the default rule. Any matches played after 30 September will not be counted.
5. Play will be the best of three sets unless players agree to use a 1:0 game pro set.

1. A Round Robin Tournament will be held starting 15 June.
2. Schedules will be available after 22 May.
3. Seven or more teams are needed to form a flight.

1. Tournament will be arranged starting 30 May.
2. The first round of play should be completed by 27 June.

Cut and Fill in-

Name: \_\_\_\_\_ EAA Card No. \_\_\_\_\_ Exp. \_\_\_\_\_

Room No. \_\_\_\_\_ Extension \_\_\_\_\_

Circle your level of Play. Men A Women A Men Doubles  
AB AB Mixed Doubles  
B B

Return to EAA-Tennis, Room 1 F 93, Hq.

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